



**U.S. Department of Education  
Office of Career, Technical, and Adult Education  
Division of Academic and Technical Education**

Dear Project Directors,

The Rigorous Programs of Study (RPOS) Annual meeting is scheduled for September 8–9, 2014. The meeting will start on Monday, September 8th at 8:30 am and finish on Tuesday, September 9th around 4:30 pm. This will require that most team members arrive in Washington D.C. on Sunday, September 7th.

As this is the last year of the RPOS grant, the goal of this meeting will be to capture and disseminate the lessons learned during the four years of the grant. The first day of the meeting will consist of a series of sessions designed to capture and frame the successes and challenges experienced in implementing your grant. The second day will consist of a briefing to the other program offices at the U.S. Department of Education. If travel schedules allow, we would like to record some program participants on camera to provide their personal perspectives. Recording would take place in the Department's production studio on the afternoon of the 9th.

Each RPOS Project Director should send a proposed list of attendees and their role in the project to Albert Palacios ([albert.palacios@ed.gov](mailto:albert.palacios@ed.gov)) by July 18th for approval. This year we are allowing more than seven participants per grant to attend. Project Directors should use their discretion to determine the most appropriate mix for their project to provide a range of viewpoints.

Upon approval those planning to attend the meeting from your project should register online and make hotel reservations at their earliest possible convenience. With this letter, we have included information about travel and reserving a hotel room at the special negotiated conference rate. Our contractor, RTI, has provided an online registration site at: <http://cte.ed.gov/rpos/>.

If you have ideas for the meeting, please provide your suggestions by August 1, 2014. Each project should come prepared to discuss the lifecycle of their project – from award to sustainability efforts. We will be providing a template to help guide the development of your presentations.

We look forward to seeing you again to share the outcomes of your RPOS projects.

Sincerely,  
Albert Palacios & Robin Utz

## **Logistics and Travel Arrangements**

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Please note that participants are responsible for making their own travel and hotel arrangements.

### **Monday, September 8, 2014:**

Sessions will be held at the U.S. Department of Education, Office of Career, Technical, and Adult Education, Potomac Center Plaza located at 550 12th Street, SW, Washington, DC 20202. The location is a 15-minute walk from the Holiday Inn–Capitol. If you are staying at another location and wish to take the metro, the closest stops are the L'Enfant Plaza and Smithsonian stations.

Please allow 5 to 10 minutes to clear security and be escorted to the 10th floor auditorium. Laptops and tablets are welcome but will need to be removed from your luggage and scanned separately. Wireless Internet access is available in the building. Registration will begin at 8:30am and the meeting will begin at 9:00 am. Meals will not be provided, so please plan accordingly.

### **Tuesday, September 9, 2014:**

Sessions will be held at the U.S. Department of Education, LBJ Building, located at 400 Maryland Avenue, SW, Washington, DC 20202. The building is across the street from the Holiday Inn–Capitol. If you are staying elsewhere and wish to take the metro, the closest stop is the L'Enfant Plaza station.

Please allow 5 to 10 minutes to clear security and be escorted to the meeting location. Laptops and tablets are welcome but will need to be removed from your luggage and scanned separately. Wireless Internet access is available in the building. The meeting activities will begin at 9:00 am and conclude by 12:00pm. Video recording sessions will be conducted from 1:00pm to 4:30pm.

If flying, we recommend that you schedule your arrival and departure from Ronald Reagan Washington National Airport (DCA). If you are planning to depart on the final day of the meeting, we recommend that you do not book a flight out of DCA prior to 7:00 pm or out of Dulles International Airport (IAD) or Baltimore Washington Airport (BWI) prior to 9:00 pm to allow yourself time to get to the airport.

For your convenience, a block of rooms has been reserved at a special negotiated conference rate from September 7 through September 9 at the Holiday Inn – Capitol hotel located at 550 C Street Southwest, in Washington, D.C. This hotel is approximately 5 miles from DCA airport and is accessible via metro (L'Enfant Plaza Metro Station).

To make a reservation, you should call the hotel 1-800-972-3159. The reference booking code is RPOS, which you will need to receive the negotiated conference rate of \$219 per night, plus taxes. You will be asked to provide a credit card number to hold your reservation.

September is a very busy month in Washington, D.C., so please book your room as soon as possible—and no later than Wednesday, July 30th—to receive the negotiated conference rate. If you are unable to book your room before that date, please contact us.

Please contact Sandra Staklis ([sstaklis@rti.org](mailto:sstaklis@rti.org)) if you have any questions.

We look forward to seeing you in September!